

**CONFIDENTIAL**

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OPERATIONS DIRECTORATE SUPPORT OFFICERS' NOTES

23 January 1974

1. A book dispatch is being sent to all field stations notifying them of the up-coming Credit Union elections. It is book dispatch 9295, dated 23 January 1974.

25X1A 2. Sometime ago we announced that there would no longer be a Saturday duty secretary in the SSA office. If you cannot reach us on our telephone number from 9 to 1 on Saturday, please call the duty secretary in Mr. Brownman's office, [REDACTED] She will know our whereabouts and will take any message you wish to leave.

3. Metrobus Service to Headquarters. Office of Logistics and Security representatives met with Metro officials to discuss improvements in Metrobus service to Headquarters. Immediate steps are being taken to revalidate all schedules, to provide expeditious security escort of buses from the main gate to the tunnel entrance bus stop, and to prevent the departure of buses prior to scheduled times. Action will be taken, in coordination with the Fine Arts Commission, to install a bulletin board and a double-faced clock at the bus stop and to post current schedules. An Agency notice will be prepared apprising our people of the extent of the Metrobus service. OL will continue to work with Metro on the expansion of bus service to both the Hqs building and Rosslyn area.

4. Postal Station in Tunnel. Construction is continuing on the self-service postal station located in the tunnel. Panels for the postal machines are being constructed and daily coordination is being maintained with the U. S. Postal Service to ensure that machine and panel dimensions are compatible.

5. Car Pool Locator. The car pool locator board in Ames building has been moved from the ground floor to the fourth floor, adjacent to the Credit Union, in order to provide greater visibility to Agency employees working in Rosslyn.

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